




# United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY  
POLICY, MANAGEMENT AND BUDGET  
Washington, DC 20240

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## Memorandum

To: Solicitor  
Inspector General  
Assistant Secretaries  
Bureau Directors  
Policy, Management, and Budget Deputy Assistant Secretaries and  
Office Directors

From: Nina Rose Hatfield   
Deputy Assistant Secretary – Business Management and Wildland Fire

Subject: Authorization of the Conference Lodging Rate for 2008 DOI Business  
Integration Conference

In accordance with the General Delegations of Authority for Travel and Transportation, 205 DM 15.5, Travel Authorizations and Temporary Duty Travel Expenses and Financial Administrative Memorandum 2001-011, which states that conference lodging allowance (CLA) shall not to exceed 125 percent of the prescribed GSA lodging rate. The negotiated lodging rates of, \$127 for March 30-31 and \$159 for April 1-3 for attendees of the 2008 DOI Business Integration Conference in Cambridge, Maryland are in accordance with the CLA and are hereby approved. Lodging taxes, hospitality or tourist fees are not included in the CLA.

Please work with your respective Bureau travel representative for further details concerning travel authorizations which address the authorized conference lodging rate. A copy of this authorization memo should be attached to the travel authorization and submitted with the travel voucher when submitted for payment.

For further details, please contact Karla Smiley, 303-445-2400 or visit the conference website at <http://www.usbr.gov/doiconference>.